



DEPARTMENT OF EDUCATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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| DEPARTMENT: | DEPARTMENT OF EDUCATION | RELEASE DATE: | Monday, November 1, 2010 |
| POSITION TITLE: | Deputy Superintendent | FINAL FILING DATE: | Monday, November 22, 2010 |
| CEA LEVEL: | CEA 5 | EXTENDED FINAL FILING DATE: | |
| SALARY RANGE: | \$ 9,544.00 - \$10,520.00 / Month | BULLETIN ID: | 11012010_3 |

POSITION DESCRIPTION

Under the administrative direction of the State Superintendent of Public Instruction and the Chief Deputy Superintendent of Public Instruction, the Deputy Superintendent serves as a member of the California Department of Education (CDE) Executive Cabinet and participates in the development and approval of departmental and statewide educational policy; works with other Deputy Superintendent positions in the CDE to ensure that common educational program and administrative goals and objectives are identified and executed in a compatible manner; advocates the promulgation of legislation affecting the operation and content of the Department's programs; appears before legislative committees on behalf of the State Superintendent of Public Instruction, the State Board of Education, and the CDE; represents the State Superintendent of Public Instruction at meetings with the State Board of Education, the federal government, local educational agencies, other state agencies, and the public; and works with departmental program supervisors, administrators, and representatives of other agencies on program administration, policies, and budgets.

The Deputy Superintendent is assigned major involvement in and responsibility for developing, recommending, and implementing policies for statewide public education, fiscal and administrative policy; providing input for the establishment of policies affecting all California educational programs to ensure consistency across program services; and recommending and/or establishing policies for the internal operations and administration of programs in the CDE.

The CDE is currently recruiting to fill the Deputy Superintendent for the Finance, Technology, and Administration Branch (FTAB) which includes Fiscal and Administrative Services Division, Personnel Services Division, School Fiscal Services Division, and Technology Services Division. This position is responsible for providing leadership to CDE staff and local educational agencies (LEAs) in the areas of budget and accounting services for a major portion of the California state budget, personnel services to the CDE staff, the apportionment of state and federal resources to LEAs, and assistance to LEAs for all business aspects of schools, including oversight of state administered bankrupt districts. This position is responsible for providing administrative direction to departmental divisions.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a

private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Experience at the administrative level providing leadership in public administration, personnel management, and financial management in order to advance the activities of a diverse organization.

Experience at the administrative level formulating and implementing broad-range educational and/or administrative policies and programs.

Experience at the administrative level advocating and negotiating for funding required to maintain or advance state and/or federally funded programs.

Experience at the administrative level in strategic planning, performance measurement, benchmarking, and organizational development.

Experience at the administrative level developing and maintaining cooperative working relationships with, and securing the support of, internal and external groups (i.e., the Legislature, local, state and/or federal government, stakeholders, etc.) that add value to the organization and to the efficiency and effectiveness of its programs.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. Applications will be retained for twelve months.

The Results of this examination may be used to make additional appointments to CEA positions that are substantially the same and used to fill subsequent vacancies for these position(s) for a period of up to twelve months. The additional position title(s) are listed below:

Deputy Superintendent for Curriculum, Learning and Accountability Branch, Special Services and Support Branch, Governmental Affairs and Charter Development Branch, and P-16 Policy and Information Branch.

The examination process will consist of an application, resume, and Statement of Qualifications

evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the “Desirable Qualifications”, and may also serve as documentation of each candidate’s ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and not exceed three pages in length with a 12 pitch font.
- Resumes do not take the place of the Statement of Qualifications.
- Applications submitted without a Statement of Qualifications will be rejected from this examination.
- Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.
- The Desirable Qualification factors must be addressed and numbered in the same order as listed.

Applications must be submitted by the final filing date to:

DEPARTMENT OF EDUCATION, Selection Services Office
1430 N Street, Room 1802, Sacramento, CA 95814
Susan Bulmer | 916 319-0857 | sbulmer@cde.ca.gov

ADDITIONAL INFORMATION

Applications must be received before 5:00 p.m. on the final filing date.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF EDUCATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>